



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
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May 17, 2004

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D.   
Director and Chief Medical Officer

SUBJECT: **SOLE SOURCE CONTRACT WITH PUBLIC HEALTH FOUNDATION  
MANAGEMENT SOLUTIONS - PUBLIC HEALTH PREPAREDNESS  
AND RESPONSE FOR BIOTERRORISM**

This is to inform you that the Department of Health Services (Department) intends to enter into an agreement with Public Health Foundation Management Solutions in the amount of \$1,238,533, for the provision of contract personnel support services to assist the Department in conducting bioterrorism preparedness and response activities in Los Angeles County, effective upon Board approval through August 30, 2005, with provision for a twelve-month automatic renewal through August 30, 2006.

On August 26, 2003, the Board accepted an award from the Federal Centers for Disease Control and Prevention for \$29,987,992 million for bioterrorism preparedness and public health infrastructure development. The agreement with Public Health Foundation Management Solutions will allow the Department to timely implement bioterrorism preparedness and response activities. At your request, a sole source justification letter will be available for your review at the time of our filing the Board Letter.

Unless otherwise instructed by a Board office, we will proceed to negotiate a sole source contract with the referenced prospective contractor within two weeks.

If you have any questions or need additional information, please let me know.

TLG:jr  
04:3734

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors